



CITY OF HOUSTON

Annise D. Parker

Mayor

P.O. Box 1562
Houston, Texas 77251-1562

Telephone – Dial 311
www.houstontx.gov

January 10, 2014

SUBJECT: Letter of Clarification No. **20** Request for Proposal for
Human Resources Consulting and Data Warehouse

REFERENCE: Request for Proposal No. S37-T24838

TO: All Prospective Proposers

This Letter of Clarification is issued for the following reason:

- **The following questions and City of Houston responses are hereby incorporated and made a part of the Request for Proposal (RFP):**

Question: Do the AFLAC products in the Supplemental Insurance plan currently have commissions going to a broker / agent?

Answer: No. AFLAC is paid a premium by City employees for their Supplemental Insurance Policies.

Question: Is the City open to expanding the supplemental insurance products offered?

Answer: Yes, during the Request for Proposal period in 2017.

Question: Is the current Life program fully insured and/or partially self-funded?

Answer: Fully insured.

Question: What TPA currently administers the self-insured LTD plan?

Answer: Hewitt Associates, LLC

Question: In the past, were credible claims audits done for each of the Health Care and Dependent Care Spending Accounts?

Answer: No.

Question: Were the semi-annual reviews included in the fees shown for audits?

Answer: No.

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

Sincerely,

Gerri R. Walker

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Assistant Director, Human Resources

END OF LETTER OF CLARIFICATION 20